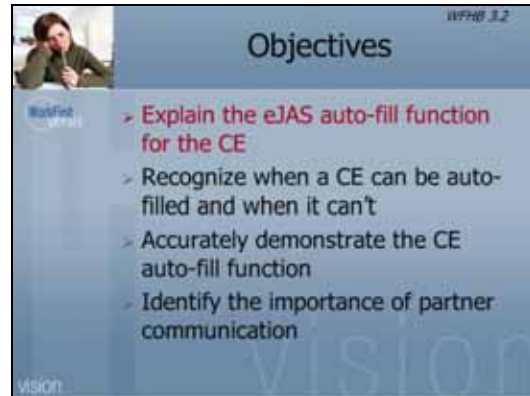




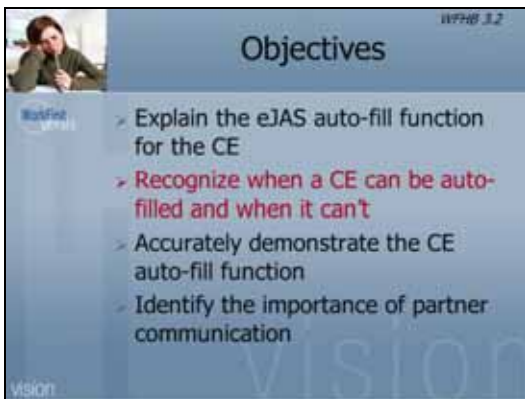
### WorkFirst Forward

Slide notes: As of March 1st, phase I of the CE enhancement policy changes took affect which streamlined the comprehensive evaluation process and allowed parents to engage in countable activities more quickly. On March 30th, automation changes further streamlined the process by adding an update function to copy forward data from an previous CE.



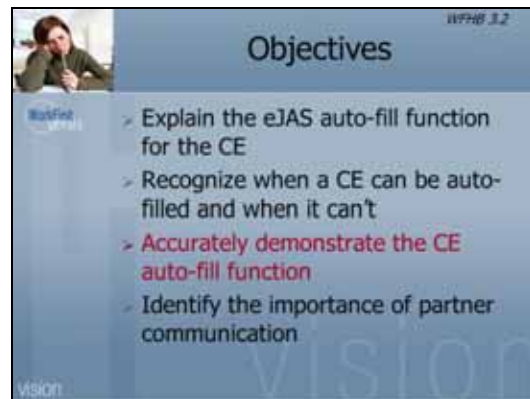
### Objectives

Slide notes: After this training session you will have the ability to explain the eJAS auto fill function for the comprehensive evaluation.



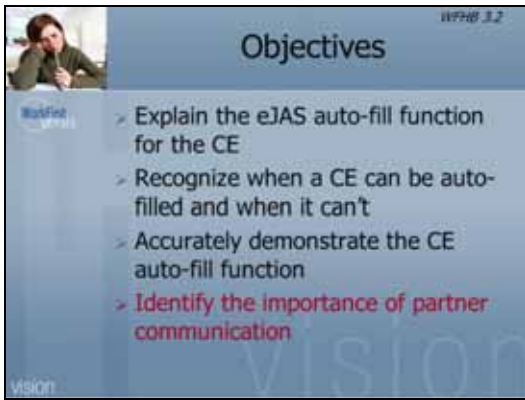
### Objectives

Slide notes: You'll know when the auto fill function can be used and when it can't



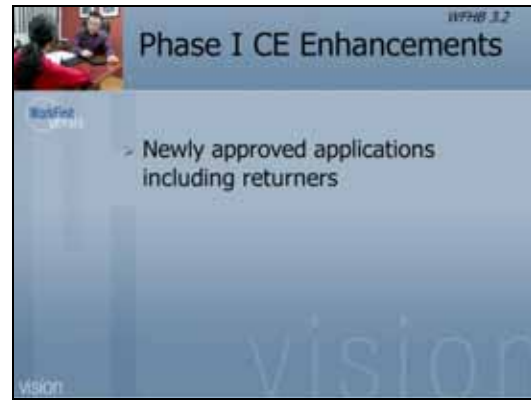
### Objectives

Slide notes: And you'll be able to accurately use the auto fill function



#### Objectives

Slide notes: Communication between partners becomes more critical than ever in order to make this process work. First, let's quickly review the phase I CE policy modifications which took effect March 1st



#### Phase I CE Enhancements

Slide notes: Policy changed regarding the circumstances that require a new CE. Parents who are newly approved for WorkFirst cash must always have a new CE. This includes when a parent applies for WorkFirst cash after being closed for 30 days or more. A parent who closes and is reopened within 30 days isn't considered an applicant for CE purposes.



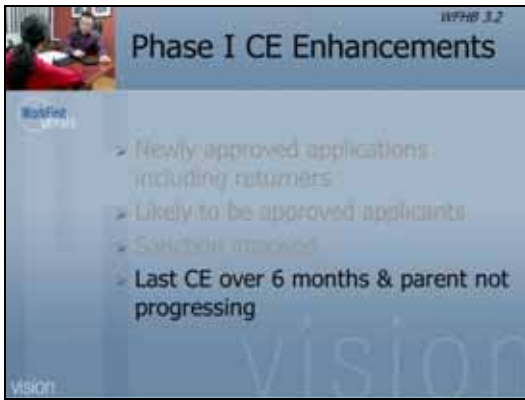
#### Phase I CE Enhancements

Slide notes: CSO's can also refer applicants who are likely to be approved for WorkFirst cash to the CE.



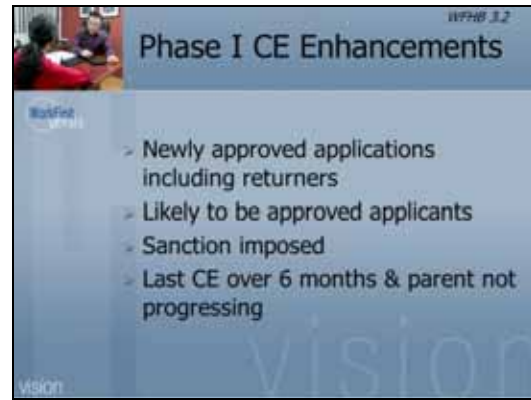
#### Phase I CE Enhancements

Slide notes: Whenever a parent enters sanction, the first thing the WFCM or SW does is refer them for a new CE.



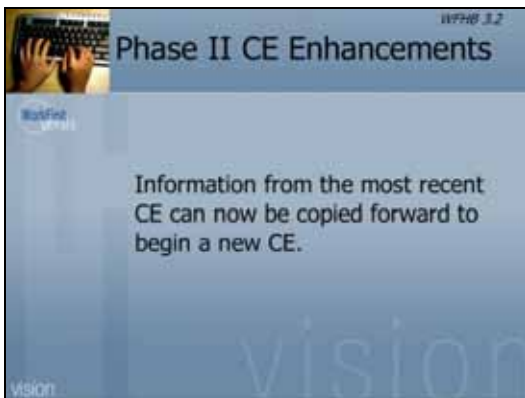
#### Phase I CE Enhancements

Slide notes: If a parent isn't progressing in their plan and their last CE was over 6 months ago, they should be referred for a new CE so that the parent and the WF partners can determine the appropriate activities.



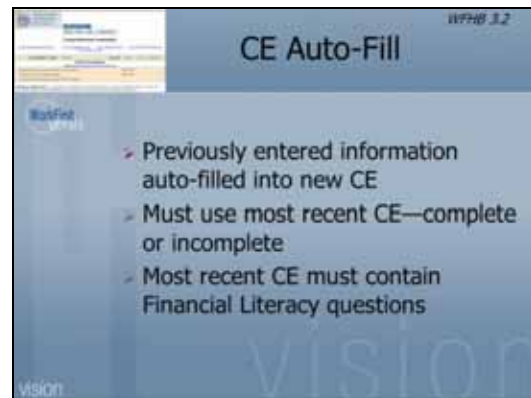
#### Phase I CE Enhancements

Slide notes: So these are the 4 situations in which you would refer a parent for a new CE.



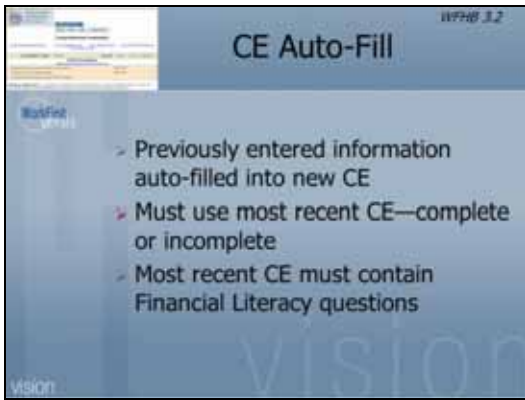
#### Phase II CE Enhancements

Slide notes: Phase II provides another enhancement the process by giving partners the ability to bring forward information including test scores from a recent CE as they build a new one.



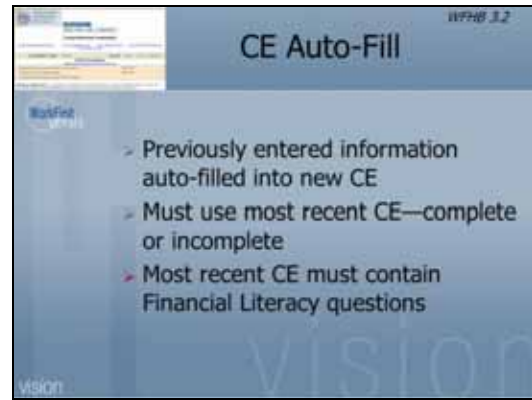
#### CE Auto-Fill

Slide notes: This new function will allow a DSHS user to select and update the foundation from the most recent Comprehensive evaluation. When they select it, the previous text for each question will auto fill. This will assist the WFCM or SW when they are interviewing the parent as they will know what their answers were during the last foundation and won't have to enter duplicate information. If the information is the same, they will document that. Check boxes will not be auto filled.



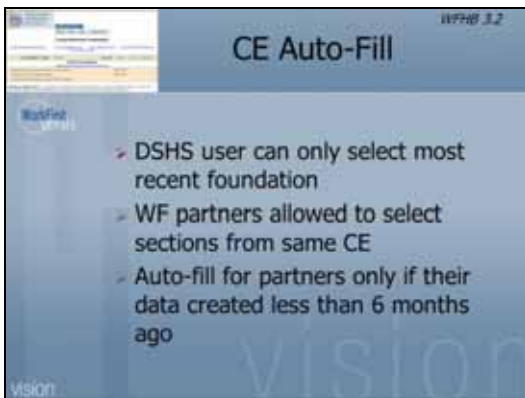
### CE Auto-Fill

Slide notes: The most recent CE must always be selected—regardless of whether it was completed or not. The system won't give the user the option of selecting an earlier CE.



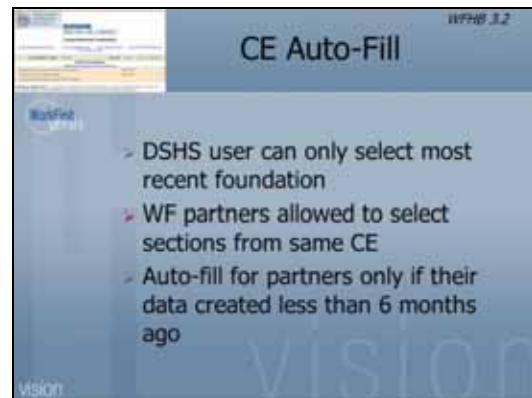
### CE Auto-Fill

Slide notes: Automation will only allow the auto fill function to work if the most recent CE contains Financial Literacy questions. These questions were added to the CE tool on 1/1/07. CE's that were created prior to 1/1 won't auto fill so the previous responses to the question will not be available as staff complete a new CE. There is no other restriction to how far back DSHS can go to select a CE to auto-fill. As long as it's the most recent and has the financial literacy questions, DSHS can select it.



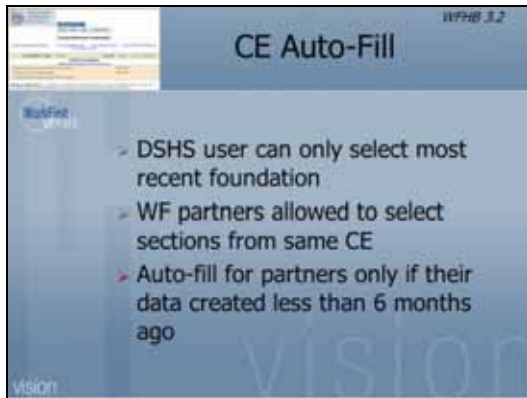
### CE Auto-Fill

Slide notes: DSHS users can only update their sections. So they will only select and update the most recent foundation



### CE Auto-Fill

Slide notes: WF partners also can only update their sections and they must select their sections from the same CE that DSHS selected. Sometimes the parent may have completed the foundation in the most recent CE but not any other sections. In those cases, there will be no info for the partners to auto-fill



CE Auto-Fill

Slide notes: The auto fill function will only work for ES and the colleges if the data in the most recent CE was created less than 6 months ago. Since DSHS can auto copy the most recent CE, regardless of how long ago it was done---as long as there were Financial Literacy questions---there will be situations in which DSHS will be able to use the auto-fill function for a CE that was created more than 6 months ago but the partners won't be able to use that function.



Slide 16

Slide notes: This is what the eJAS screen will look like when the DSHS user goes in to begin the foundation. There is a link under "DSHS Foundation". If there is no previous CE available to copy, this link will not appear. This might be because a CE has never been initiated in the past, or if the most recent CE didn't include the Financial Literacy questions. The DSHS WFCM or SW will click on the link and the information from the most recent CE will auto fill.



Slide 17

Slide notes: Once it copies you'll get this message and click on OK.



Slide 18

Slide notes: The foundation which includes the auto filled responses from the last CE looks much like the screening and evaluation looked in that the most recent answers show in a free form text box for each question and it shows when they were last updated. The yes and no questions will not autofill so the DSHS user will still have to ask the question and enter those answers. They must also enter a free form answer in each box but if nothing has changed since the last CE they can document no change rather than having to enter everything again.





Copy of Slide 20

Slide notes: Again if the auto fill function was an option, this link will appear.

Slide 26

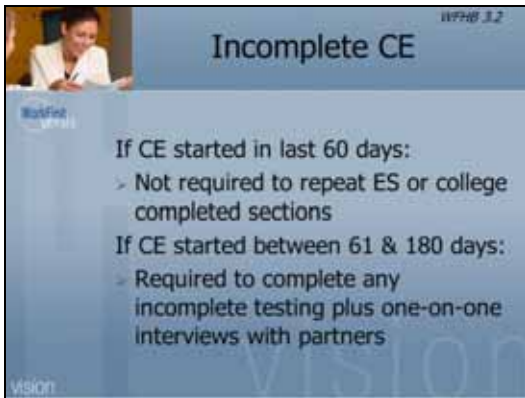
Slide notes:

Slide 27

Slide notes: And here's the DSHS final decision.

Incomplete CE

Slide notes: There are a variety of reasons why a parent may not have completed their most recent CE. Because of this, the CE that is auto filled may not be one that is completed. If the most recent CE was started in the last 60 days, the parent is not required to complete the ES or college sections that they had completed last time.



#### Incomplete CE

Slide notes: However if it was started more than 60 days but less than 180, in addition to completing any incomplete testing for ES and the college, they must also complete the one on one interviews with the partners. Whenever an applicant or a parent going into sanction is referred for a CE, they must go through the one on one interviews with all partners—regardless of how long it's been since the last CE.



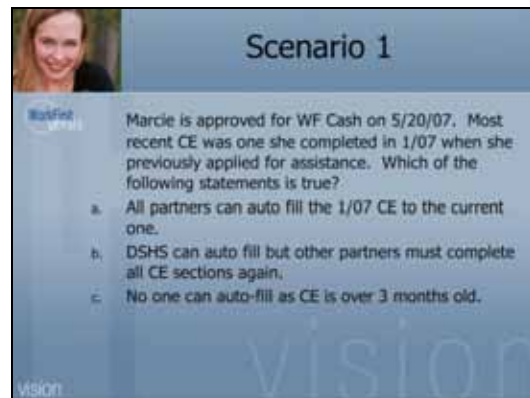
#### Communication

Slide notes: It's essential that each Local Planning Area review the CE process and develop a protocol for how DSHS staff will be able to contact ES and the college partners to review their respective CE sections.



#### Communication

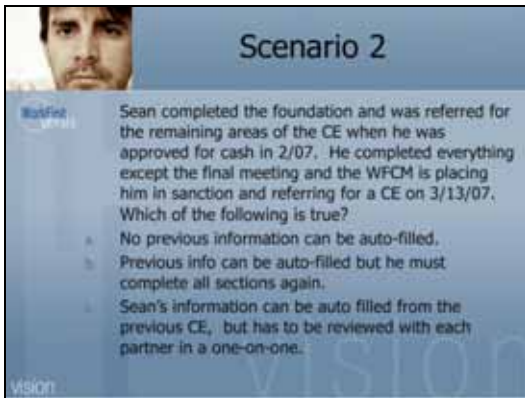
Slide notes: DSHS will also let the partners know if one – on –one interviews are required. Remember that these interviews are always required for applicants and sanctioned parents and for any other parent who received their last CE over 60 days ago., Communication between partners is critical to ensure that information is accurately documented and reported.



#### Scenario 1

Slide notes: Let's work through a few scenarios. In this first one a parent has been newly approved for WorkFirst cash and the WF case manager is beginning the CE. The parent completed a CE when they applied for TANF in 1/07. Which of the statements is true?





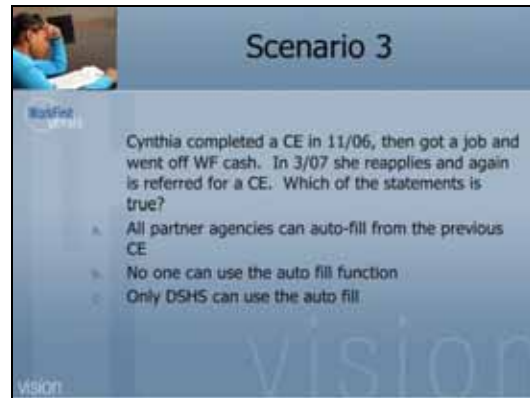
**Scenario 2**

Sean completed the foundation and was referred for the remaining areas of the CE when he was approved for cash in 2/07. He completed everything except the final meeting and the WFCM is placing him in sanction and referring for a CE on 3/13/07. Which of the following is true?

- ▶ No previous information can be auto-filled.
- ▶ Previous info can be auto-filled but he must complete all sections again.
- ▶ Sean's information can be auto filled from the previous CE, but has to be reviewed with each partner in a one-on-one.

### Scenario 2

Slide notes: In this next scenario, the WorkFirst parent was just recently referred for a CE and completed all sections except the final meeting at DSHS. He is now being placed into sanction and referred again for a CE. Which of these statements is true?



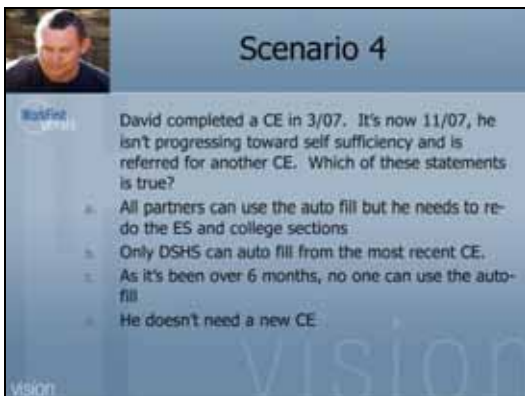
**Scenario 3**

Cynthia completed a CE in 11/06, then got a job and went off WF cash. In 3/07 she reapplies and again is referred for a CE. Which of the statements is true?

- ▶ All partner agencies can auto-fill from the previous CE
- ▶ No one can use the auto fill function
- ▶ Only DSHS can use the auto fill

### Scenario 3

Slide notes: Here we have Cynthia who completed a CE in November. Now it's March and she is reapplying for WF cash and is referred for a CE again. Which of the statements is true?



**Scenario 4**

David completed a CE in 3/07. It's now 11/07, he isn't progressing toward self sufficiency and is referred for another CE. Which of these statements is true?

- ▶ All partners can use the auto fill but he needs to re-do the ES and college sections
- ▶ Only DSHS can auto fill from the most recent CE.
- ▶ As it's been over 6 months, no one can use the auto-fill
- ▶ He doesn't need a new CE

### Scenario 4

Slide notes: And in this last scenerio, it's November, 2007 in this last scenario. David, who completed a CE in March, is now being referred for one again as he's not progressing in his plan. What is the true statement here?



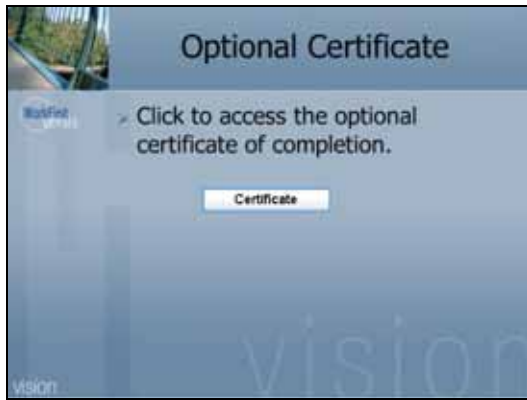
**Comprehensive Evaluation**

"Getting parents back to work is good for families and working families are good for Washington"

Governor Gregoire

### Comprehensive Evaluation

Slide notes: The CE is a valuable tool that allows partners and parents to determine the most appropriate activities to prepare parents for employment based on their skills, abilities, aptitudes, interests and labor market. This latest enhancement to the CE function is designed to assist all WorkFirst partners as they complete CE's with WF parents. The enhancement will prevent duplication of work, as well as provide continuity in the documentation of the WorkFirst parents circumstances. WorkFirst partners will continue to work together to hold parents accountable and maximize participation in countable activities. Our goal continues to be striking a balance between providing programs and services needed to help families succeed and children thrive, while meeting federal participation requirements. Child safety and well-being must always be a key concern. "For more information about WorkFirst



### Optional Certificate

Slide notes: Now if you would like to print out the certification of completion, you can click on the link on your screen. Thanks for your attention to this training session.